



OVERSEAS TRAVEL REQUEST PROCEDURES

Agencies requesting to conduct training overseas are required to follow this procedure:

Contact your Cal E.M.A. Grant Unit POC at least 150 days prior to training for approval on use of Homeland Security Grant funds to support an overseas training event. This can either be in a formal letter or email detailing the training attending, location and expected training outcomes for your agency. Once your agency receives approval from Cal E.M.A. Grants Section continue to the next steps.

120 days prior to training agency needs to submit to training division on agency letterhead (see example) an official request to participate in training overseas. This letter needs be signed by a senior management person. (City Mayor, Police or Fire Chief, Senior Official). Attach to above request the following on separate cover letter: (see example)

- Name/address/contact information of training provider.
- Agenda of day to day activities.
- Breakdown of cost per individual attending training as follows:
 - Registration/Tuition-this may also include meals, transportation, travel insurance, training, and round trip airfare.
 - Round Trip Airfare
 - Car Rental
 - Hotel
 - Per Diem

Then please go to www.homeland.ca.gov/hseep/traininghome.html and submit a training request form to generate the federal tracking number your grant personnel will need to apply for reimbursement.

Entire package will then be reviewed by training division if complete, endorsed and forwarded to the Department of Homeland Security (DHS) Training Division for approval. (Overseas travel approval may take 30-60 days). Once approved your agency will be notified.

(AGENCY LETTER HEAD)

February 15, _____

Assistant Secretary James E. Ayre
Training and Exercise Division
California Emergency Management Agency
3650 Schriever Avenue
Mather, California 95826

Dear Mr. Ayre:

This request is for your approval to utilize Local Homeland Security Grant funds for me and the following individuals to attend the (Name of Training Event/Conference). The conference is scheduled for (location and dates). FY ____ (select funds to be used-UASI/SHSP/LETPP) will be used to support this training event.

Chief William Right, Any Town County Sheriff's Department
Chief Bernard Left, Any City Police Department
Commander Michael Blue, Local Sheriff's Department
Captain Gregg Red Sox, Any Town Fire Department

Recent terrorist attacks carried out worldwide have shown that preventive measures implemented have not been sufficient. One common aspect of these attacks have been the terrorists' ability to be well integrated into society. This new phenomenon has been labeled as "home grown" terrorism. We consider the topic very significant and pertinent to the Any Town region.

In anticipation of your concurrence, Commander Michael Blue, Local TEWG, (agency) will be able to provide additional information should you have any questions. Commander Blue can be reached at (916) 555-1212.

Sincerely,

Dudley D. Right
SHERIFF

Cost breakdown for the (Trip Name/Location/Dates of Travel)

Attending this (event name) International Conference on "Homegrown" Terrorists will be four representatives from the Office of Homeland Security, two representatives from the Any Town USA Police Department and one representative from the Any Town Fire Department. The following is the individual cost breakdown.

Airfare: \$1,500.00
Hotels/lodging: \$ 348.00 - 5 nights – training or conference plus travel days.
Meals: \$ 360.00 - 6 days – training or conference plus travel days.
Tuition/Registration: \$ 4,000.00 - Cost to attend

\$ 6,208.00 per person

If you have any additional questions, please contact: (local point of contact/phone number and e-mail address).